

*Draft*

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**I. GENERAL**

The clearances and approvals necessary in connection with the transportation of employees, their immediate families, and their household goods and personal effects to overseas posts should be accomplished by the use of the following listed forms:

**Form No. 36-23 Request for Overseas Transportation**

This form is initiated by the sponsoring Branch Chief and is used to secure all the required clearances and is the basis on which the Transportation Section secures transportation for the employee.

**Form No. 33-27, Request for Movement of Family and or Household Effects**

This form is initiated by the employee; the original is retained by the Executive Officer to be used as a basis for making a request upon the Transportation Section for the movement of the employee's household effects; one copy is sent to the Fiscal or Special Funds Section for encumbrance purposes; and one copy is sent to the Transportation Section with request for movement of employee's family.

**Travel Order**

This form is executed by the Fiscal Section for vouchered employees or the Projects Support Division for unvouchered employees, and is the authority on which the employee may claim reimbursement for expenses incurred in connection with his transportation.

Transfer Letter Authorizing Permanent Change of Official Station

This form is executed by the Chief, Personnel Division for vouchered employees and by the Projects Support Division for unvouchered employees. This letter establishes the fact that the transfer is to the interest of the government and constitutes the basic authority by the agency the transportation of the employee, his immediate family and his household goods and effects. This form must be executed prior to the date actual transportation begins and must contain all basic authorizations to be granted and subsequent amendment cannot be made for the purpose of granting additional authority.

Form No. 35-4, Request for Overseas Shipment of Cargo

This form is initiated by the Executive Officer and forwarded to the Transportation Section to serve as their authority to proceed with the movement of the employee's household goods or personal effects.

Form No. 35-5, Request for Pick-Up and Delivery

This form is initiated by the Executive Officer and forwarded to the Transportation Section to furnish them with specific information as to the location at which the pick-up of the household goods and personal effects should be made.

There follow detailed instructions for the preparation, routing and processing of requests for transportation of employees, their immediate families and their household goods and personal effects:

2. REQUEST FOR OVERSEAS TRANSPORTATION OF EMPLOYEES

a. Action by Initiating Officer

Requests for overseas movement of personnel will be initiated in duplicate by the Branch concerned on Form No. 35-23, Request for Overseas Transportation. This form will be completed according to the instructions

on the reverse thereof and forwarded to the Executive Officer or such other official as may be authorized to clear transportation requests for the office concerned.

**b. Action by Executive Officer**

After obtaining the necessary clearances (Security, Assessment and Personnel) and arranging for a physical examination and immunization processing, the official as authorized will sign in the space indicated and will forward the Form No. 38-23 in duplicate to the Assistant Director of the requesting office who will be the individual authorized to approve requests for transportation.

**c. Action by Approving Officer**

Upon approval of the Assistant Director, Section A of Form 38-23 will be detached and returned for filing to the clearing officer and sections B and C will be forwarded in duplicate to the Transportation Section. Form 37-3, Personal Action Request and an "agreement by employee to remain overseas 18 months" should be initiated at this time and forwarded to Personnel Division if a permanent change of station is involved.

If the Request for Transportation has been disapproved by the Assistant Director, the entire form will be returned to the requesting branch.

**d. Action by Transportation Section**

The Transportation Section will complete, detach and forward the copy of Section C to the Requesting branch to serve as notification of the receipt of the form and of the approximate date of departure. Section B will serve as authority for the Transportation Section to procure all necessary passports, visas, immunizations, final overseas security approval, identification cards, uniforms (when required) Theater Commander's approval, air priority (when required) and transportation.

The Transportation Section will complete Section B and will submit a copy thereof, for the issuance of travel orders and obligation of funds, to the travel units of the Fiscal Section, Projects Support Division, Headquarters and Headquarters Detachment or Naval Command for vouchered civilian, unvouchered civilian, military or naval personnel respectively. The original of Section B and C of Form No. 36-23 will be retained in the files of the Transportation Section.

After departure of the subject, the Transportation Section will notify the travel unit concerned of the date of such departure together with the date and time the employee is required to report to the port authorities.

### 3. PREPARATION OF TRAVEL ORDERS AND TRANSFER LETTER

#### Action by Fiscal Section (vouchered employees only)

1. Upon receipt of Section B of Form No. 36-23, the Fiscal Section will prepare Travel Order, Form No. . . . , the original of which will be given to the employee. Whenever a permanent change of official station is involved, Section B of Form No. 36-23 will be routed to the Chief, Personnel Division with a request that a "Transfer Letter Authorizing Permanent Change of Station" be prepared. After this letter is prepared, two copies together with Sections of Form No. 36-23 will be returned and the Fiscal Section will then prepare the Travel Order.

#### Action by Personnel Division (vouchered employees only)

1. The Chief, Personnel Division will prepare a "Transfer Letter Authorizing Permanent Change of Station" per sample copy, attached hereto. This letter will always authorize the transportation of the employee, his immediate family, and his household goods and personal effects, unless a specific request is made that some of these items shall not be included in the authorization.

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2. The "Transfer Letter Authorizing Permanent Change of Station" shall be distributed as follows:

Original to Employee  
Copy to Transportation Section, Cargo Unit  
2 copies to Fiscal Section (with Section B of Form No. 36-23)  
Copy to Personnel Division files

Action by Projects Support Division (Unvouchered employees only)

1. Upon receipt of Section B of Form No. 36-23, the Projects Support Division will, if a permanent change of station is involved prepare "Transfer Letter Authorizing Permanent Change of Station" per sample copy attached hereto. This letter will always authorize the transportation of the employee, his immediate family, and his household goods and personal effects, unless specific request is made that some of these items shall not be included in the authorization.

2. The "Transfer Letter Authorizing Permanent Change of Station" shall be distributed as follows:

Original to Employee  
Copy to Transportation Section, Cargo Unit  
Copy to Special Funds  
Copy to Executive Officer  
Copy to Projects Support Division Files

3. Upon receipt of Section B of Form No. 36-23 for the transportation of an employee where no change of official station is involved the Projects Support Division will prepare a Travel Order, Form No. \_\_\_\_\_ and distribute copies as follows:

Original to Employee  
Copy to Special Funds Section  
Copy to Projects Support Division Files.

4. MOVEMENT OF FAMILY AND/OR HOUSEHOLD GOODS AND PERSONAL EFFECTS

Action by Executive Officer

1. Prior to clearing an employee for overseas transportation the Executive Officer, will, if a permanent change of station is involved, have the employee execute Form No. 36-27 "Request for Movement of Family and/or Household Effects" in an original and two copies.

2. The Executive Officer will carefully review the information which the employee furnished on Form No. 36-27 to determine that the movement of family and household goods and personal effects requested by employee is properly allowable in accordance with agency policy and regulations. The employee should be told specifically and definitely, at this time, what costs the government will pay and what responsibilities the government will assume in connection with the movement of the employee, his immediate family and his household goods and effects. The restrictions with respect to the movement of members of the family, and the weight limitations in connection with the movement of household effects as well as any other limitations should be specifically pointed out to the employee to prevent future misunderstanding. The provisions and limitations of Public Law 500 and Executive Order 9805 shall be basic authority for the movement of families and household goods and personal effects. The following limitations contained in these basic authorities should be brought to the specific attention of each employee:

- a. Transportation of the employee, his immediate family, and his household goods and effects must be authorized in a transfer order signed by the head of the agency or his designee, and this order must specifically state that the transfer is not for the primary benefit or convenience of the employee or at his request (Section 4, EO 9805)

- b. The cost to the government for transporting the employee, his immediate family, and his household goods and effects must not exceed the cost by the most economical route between the last official station and the new official station, except that for a new appointee, his immediate family and his household goods and effects may be transported at government expense from his place of actual residence at time of appointment to place of employment outside continental U. S. in accordance with the provisions of Public Law 600, provided that such expenses shall not be allowed new appointees unless and until the person selected for appointment shall agree in writing to remain in the Government service for the required time following his appointment, unless separated for reasons beyond his control.
- c. All transportation allowed in connection with the change of official station of an employee shall begin within two years from the effective date of the transfer, except that the time limit of two years shall be exclusive of time spent in the military service, and the time during which shipping restrictions make the travel and transportation impossible. (Section 5, EO 9805)
- d. The government will pay the transportation cost of the employee's "immediate family" only. "Immediate Family" includes wife, children under 21 years of age, and parents. In-laws are not considered as part of the immediate family. (Section 1, EO 9805)
- e. Transportation of the immediate family of the employee shall be subject to the provisions of the Standardized Travel Regulations, which relate to transportation (Section 3, EO 9805)

- f. The maximum weight allowance for the transportation of household goods and effects is 7000 pounds net weight for employees with dependents and 2500 pounds net weight for employees without dependents (Section 17, EO 9805)
  - g. Household goods and personal effects shall not include wines, liquors, animals or birds not necessary in the performance of official duties, or automobiles (Section V, EO 9805)
  - h. The actual costs of packing, crating, drayage, unpacking, and uncrating (Not to exceed authorized weight) will be allowed (Section 17, 18, EO 9805)
  - i. Temporary storage of authorized weight of household effects must not exceed 90 days (Section 20, EO 9805)
  - j. Valuation of property as declared for shipping purposes must not exceed that at which the lowest freight rates will apply. If an employee desires higher valuation he must assume charges incurred in excess of the charges at the lowest rate (Section 24, EO 9805)
3. Usually the Form No. 36-27 will indicate that the employee's family and/or household effects are to be moved at some future date. In some cases the movement of the family and/or household effects may depend upon unfilled conditions. For example; the procurement of adequate housing at the employee's new post, or the approval of the Chief of Mission after the employee has served a probationary period at the new post, or other similar reasons. It is the responsibility of the Executive Officer to maintain a pending file of all Forms No. 36-27 and make appropriate follow-ups in order to effect the movement of the employee's immediate family and/or household effects on the dates which are shown on Form No. 36-27, unless there is reason why such movement should not be undertaken at that time.



4. For example - In the case where an employee has proceeded to his foreign post and has requested that his family and household effects be transported in two months, the Executive Officer would place Form No. 36-27 in a pending file and on the specified date would draw the file and after checking to ascertain that the family and/or household effects should be moved, he would proceed as follows:

- a. Prepare Form No. 36-4, Request for Overseas Shipment of Cargo, in duplicate and forward to the Transportation Section, Cargo Unit.
- b. Prepare Form No. 36-5, Request for Pick-Up and Delivery, in triplicate and forward to the Transportation Section, Cargo Unit.
- c. Forward a copy of Form No. 36-27 and a memorandum to the Transportation Section requesting that arrangements be made for the movement of the employee's immediate family.

Action by Transportation Section

1. In connection with the movement of household goods and personal effects the Transportation Section, Cargo Unit will contact the appropriate person and arrange for the crating, pickup and transportation of the employee's household goods and personal effects in accordance with established authorizations.

2. In connection with the movement of an employee's immediate family, the Transportation Section will contact the persons to be transported and make arrangements for securing passports, immunizations and medical examinations, and secure transportation for the members of the employee's immediate family, in accordance with established authorizations.